



Town of Medway

DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
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Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Mary Weafer, Member
Lisa Graves, Member

Approved: 12/7/15

Meeting Minutes: October 5, 2015
Medway Library, Cole Room

Call to Order: – With a quorum, this meeting was called to order by Chairman Buckley at 7:00 p.m.

Attendees:

	9/14/15	10/5/15	10/19/15	11/2/15	11/30/15	12/7/15	12/21/15
Matthew Buckley	X	X					
Julie Fallon	X	X					
Tom Gay		X					
Mary Weafer	X						
Rachel Walsh	X	X					
Lisa Graves	X						

Susy Affleck-Childs also attended the meeting.

Minutes:

Chairman Buckley moved that the Committee approve the meeting minutes from August 17, 2015 as amended; Rachel Walsh second; No discussion; 3-0-1 (Julie abstained).

Chairman Buckley moved that the Committee approve the meeting minutes from September 14, 2015 as amended; Rachel Walsh second; No discussion; 4-0-0.

Update on Freestanding Sign at 122 Main Street:

Chairman Buckley sent an email to Jeff Dufficy, the property owner, requesting additional information on the design after the September 14, 2015 DRC meeting but has not received a response. Mr. Dufficy previously indicated his intent to petition the ZBA for a variance relative to the height and surface area of the freestanding sign. Planning & Economic Development Coordinator Susy Affleck-Childs reported that Mr. Dufficy has not filed a

petition with the ZBA to date. At the August 3, 2015 DRC meeting, the Committee made additional recommendations to Mr. Dufficy and invited him to come back and discuss the revised design at a future meeting. Mr. Dufficy has not submitted a revised design to the Committee. The DRC said they would prefer not to submit comments to the ZBA based on an incomplete design. The Committee discussed the ZBA's decision to grant a variance to the Medway Shopping Plaza despite the DRC's comments and recommendations. Ms. Affleck-Childs encouraged members of the DRC to attend the ZBA meeting where the petition relative to 122 Main Street will be discussed. She said she would let the DRC know when the petition is filed. The Committee will provide the ZBA with an update and comments once the petition is filed.

Sign Variance Petition for Continuing Care Management (The Willows):

The ZBA will hear the sign variance petition relative to The Willows on November 4, 2015. The applicant is petitioning the ZBA for a variance on the number of signs at the primary entrance, height of the signs at the primary entrance, and surface area for the medical office building sign. The ZBA has requested review comments and feedback by October 30, 2015. A copy of the sign variance petition is attached. The sign designs have not been revised since the last time the applicant met with the DRC on July 27, 2015. Building Inspector Jack Mee determined that the applicant is entitled to two free-standing signs – one for the main entranceway and one for the medical office building. Building Inspector Mee still needs to determine whether the proposed halo lighting is considered internal illumination. Tom will discuss this matter at tomorrow night's Planning & Economic Development Board (PEDB) meeting. The Committee agrees that the design of the entryway is attractive but the proposed 9' height is out of scale for that area. Village Street is a scenic road with modest homes and no other signs exist similar to what is being proposed. The Committee will attach photos of the some of the alternative signs they proposed to the applicant during their discussions. Julie will take photos of existing signs and scenic areas on Village Street.

DRC FY16 Goals Discussion:

The Committee reviewed and discussed the DRC Goals for FY16. See attached. Tom will follow-up with the PEDB on leading the effort to roll out the new Design Review Guidelines (DRG). The Committee discussed holding an evening event for Boards and Committees to discuss the new Guidelines. They agreed it is very important for the DRC to meet with the Board of Selectmen (BOS) and Medway Business Council. They plan to send a copy of the new Guidelines to several groups, including the Conservation Commission, Historical Commission, Town department heads, and School Committee. They agreed that it is a good time to remind everyone that all signs, including school signs, need to be permitted. Ms. Affleck-Childs will see if the DRC can be added to the December 7, 2015 BOS agenda to

discuss the Guidelines. Tom agreed to give a short presentation to the Medway Business Council. The Committee will review the FY16 goals quarterly to make sure they are on track. The Committee would like to review the General Bylaw establishing the DRC to determine if clarification is needed. Any changes, including authority and scope, need to be drafted and submitted by February for inclusion on the Annual Town Meeting warrant for May 2016. The Committee would like to invite members of the IT department to a future meeting to discuss the Town website and DRC webpage. Ms. Affleck-Childs will forward Chairman Buckley information on the Urban Renewal Plan Steering Committee.

Sign Bylaw Review Task Force:

The Committee reviewed the description and scope of work for the Sign Bylaw Review Task Force. See Attached. Chairman Buckley said he thinks it would be helpful to retain a consultant who could offer an objective perspective. Chairman Buckley will follow-up with Community & Economic Development Director Stephanie Mercandetti on possibly retaining a consultant. The Committee needs to choose a member to serve on the Sign Bylaw Review Task Force at the October 19, 2015 meeting.

Sign Violations:

Ms. Affleck-Childs followed-up with Michael Damon of Damon Financial and asked him to submit a sign application. Damon Financial relocated to 45 Milford Street. He did not secure a sign permit for the signs at his new location.

Design Review Guidelines:

The Committee discussed the format of the printed version of the new Design Review Guidelines. The Committee examined a sample Chairman Buckley brought in. The Committee agreed that 100 lb. paperweight should be used for the cover and 60 lb. paperweight should be used for the interior pages. The Committee would like it to be perfect bound if possible. Due to the expense of a fold-out, the Committee agreed that the map should be the last page of the guidelines.

Action Items:

- Ms. Affleck-Childs will forward the Committee the petition for variance relative to 122 Main Street when it is filed.
- Chairman Buckley will draft a letter to ZBA regarding the Willows for the Committee's review at the 10-19-15 meeting.
- Julie will take photos of existing signs and scenic areas on Village Street.
- Committee members should review the DRC webpage and bring feedback and ideas to the next meeting.

- Matt will follow-up with Stephanie Mercandetti on retaining a consultant for the Sign Bylaw Review Task Force.
- Committee needs to pick a member to serve on the Sign Bylaw Review Task force at the October 19, 2015 DRC meeting.
- Ms. Affleck-Childs will see if the DRC can be added to the December 7, 2015 BOS agenda.
- Ms. Affleck-Childs will invite Jack Mee to November 30, 2015 DRC meeting.
- Ms. Affleck-Childs will forward Chairman Buckley information on the Urban Renewal Plan Steering Committee.

Schedule:

The next DRC meeting is Monday, October 19, 2015. They will also meet on November 2, 2015 and November 30, 2015. The Committee discussed the proposed 2016 meeting schedule. See attached. Michelle will follow-up with Library Director Margaret Perkins for meeting space on November 30. Michelle will also reserve meeting space for 2016.

Reports:

Ms. Affleck-Childs said The Willows is presenting their new plan to the PEDB on October 27, 2015. The DRC will review the new plan after the initial presentation. It is very important that the DRC make sure that their recommendations have been incorporated.

Adjournment:

With no further business before this committee, a motion was made by Chairman Buckley, seconded by Rachel Walsh to adjourn at 9:17 p.m.

Respectfully Submitted,

Michelle Reed